

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Atlanta, Georgia

2. POSITION NUMBER
(b) (6)

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

JFS GS-800 dtd 4/08

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	14	100
4. SUPERVISOR'S RECOMMENDATION	Environmental Engineer	GS	0819	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

(b) (6)

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e. PLANNING AND RESULTS SECTION
b. REGION 4	f. ATLANTA, GA
c. OFFICE OF ENVIRONMENTAL ACCOUNTABILITY	g.
d. ENFORCEMENT & COMPLIANCE PLANNING & ANALYSIS BRANCH	h. EPAYS Organization Code 90472930

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

(b) (6)

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. <input checked="" type="checkbox"/> This position has no promotion potential.	<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____	b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code 94
d. Bargaining Unit Code 7777	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing	f. Signature Jena W Myphail	g. Date 6/1/09

11. REMARKS

POSITION DESCRIPTION (Please Read Instructions on the Back)

Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Atlanta GA	5. Duty Station Atlanta GA	6. UPM Certification No. (b) (6)
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive	13. Competitive Level Code 100
15. Classified/Graded by		Official Title of Position	Pay Plan	Occupational Code	Grade
a. Office of Personnel Management		Environmental Engineer	GS	0819	14
b. Department, Agency or Establishment					
c. Second Level Review					
d. First Level Review					
e. Recommended by Supervisor or Initiating Office		Environmental Engineer	GS	0819	14
16. Organizational Title of Position (if different from official title)			17. Name of Employee (if vacant, insert " ") (b) (6)		

18. Department, Agency, or Establishment U.S. Environmental Protection Agency	c. Third Subdivision Enf. & Compl. Planning & Analysis Branch
a. First Subdivision Region 4	d. Fourth Subdivision Planning & Results Section
b. Second Subdivision Office of Environmental Accountability	e. Fifth Subdivision 90472930 / TJ000000
9. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	
Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

(b) (6)

in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

HR Specialist

Signature

Jena W McPhail

Date

9/22/09

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

. Description of Major Duties and Responsibilities (See Attached)

Environmental Engineer
GS-0819-14

I. INTRODUCTION

Organizational Location: This position is located in the Planning and Analysis Section, Enforcement and Compliance Planning and Analysis Branch (ECPAB), Office of Environmental Accountability (OEA), U.S. Environmental Protection Agency (EPA), Region 4, Atlanta, Georgia.

Primary Purpose: The primary purpose of this position is to serve as a technical expert in the collection, analysis, and development of technical and engineering/scientific data to assess enforcement and compliance assurance performance, progress, and future direction. Assures Region 4 data integrity for purposes of certification and reporting of data to Headquarters, the public and Congress.

II. MAJOR DUTIES AND RESPONSIBILITIES

Serves as a recognized technical expert on matters related to the collection, analysis, and development of technical and engineering/scientific data and information on enforcement and compliance assurance activities.

Assists and advises the Regional Administrator, OEA management, Region 4 program officials and staff, EPA Headquarters, other regional offices, and Region 4 states on regulatory and technical issues related to enforcement and compliance assurance data. Provides appropriate recommendations to management and peers on data related to enforcement and compliance assurance activities, strategies and data accountability.

Analyzes technical and engineering/scientific data and information on enforcement and compliance assurance. This includes the collection, analysis, and use of information in various data bases and tracking systems maintained by EPA, state and local environmental agencies, and/or other federal agencies. Develops and uses sophisticated and creative analytical techniques for assessing performance and compliance trends; develops regional and state-by-state summaries, interpretations, reports and presentations for use by ECPAB, OEA, and Regional office managers.

Assists in formulating agency-wide guidance, policy, and draft regulations. May be asked to take the lead in developing national guidance and coordinating input from other regional offices and EPA Headquarters.

Serves as a technical expert and point-of-contact for the Integrated Data for Enforcement Analysis (IDEA) system and its two corresponding web portals OTIS (Online Tracking and Information System) and ECHO (Environmental Compliance Histories Online).

Maintains a full understanding of the data available from IDEA, OTIS, and ECHO and their relationship to other EPA data systems such as AFS, NCDB, RCRAInfo, etc. Conducts complex queries and produces reports from IDEA. Maintains a mastery of the query and report capabilities of OTIS and ECHO to support the compliance and enforcement programs of the Agency and the needs of the public. Provides training throughout the Region on the use of OTIS and ECHO. Assists state and local agencies with their use of OTIS and ECHO. As OTIS is available to other federal agencies, assists such agencies with its use. As ECHO provides compliance and enforcement data to the public at large, assists the public with its use. Provides reports which support Freedom of Information Act (FOIA) requests via ECHO, OTIS, or IDEA retrievals. In support of OTIS and ECHO, serves as the Regional Enforcement and Compliance Data Steward. Responsible for all national and regional compliance and enforcement data quality exercises.

Serves as the Regional ICIS System Administrator. Maintains an expert knowledge of the system including the data, the data relationships, the system mechanics, and the system report capabilities. Advises regional management on how to utilize the system to better manage the Region. Develops a Regional Implementation Strategy for ICIS that reflects the management needs of the Region and the reporting requirements for the Agency. Updates the Regional Strategy as necessary to meet the changing Regional and Agency requirements. Works collaboratively with the Compliance and Enforcement program management to ensure the execution of the Strategy. Works with the program staff to provide user support. Develops and maintains implementation tools to assist the Region in developing training classes, data forms, instructions, and data translation from existing regional systems to ICIS. Serves on national workgroups and Boards to provide regional perspectives on national system issues and to affect the resolution of such issues whether by policy or technical adjustments to the system or the underlying data.

Serves as the Regional master and point-of-contact for the Watch List. Maintains expert understanding of the Watch List: its selection criteria, purpose, and implementation. Manages the Watch List quarterly reviews and submissions. Provides training on the use of the Watch List. Develops in-depth techniques to analyze the Watch List data including historical trends. Develops documents and other materials to translate the analyses in order to support management understanding of the data and how it may be used to support the compliance and enforcement programs. Supports national reviews of the Watch List and participates on workgroups to assess the Watch List and to process any amendments.

Serves as OEA's point of contact with HQ, the states and regions in the development and implementation of the modernization of the Permit Compliance System (PCS). During the development, coordinates issues to ensure a proper system. After development, assists with training on the system for regional, state, and local program staff. Provides regional perspectives on development and implementation issues while serving on

national workgroups, and recommends regional positions for management serving on governing Boards.

Works collaboratively with data system contacts in the various media programs. Serves as the lead for an intra-agency workgroup charged with identifying data system issues and developing approaches to address those issues. Also works with contacts in State environmental agencies to identify ways to address short-comings or areas needing attention. Work in this area supports State-EPA performance partnerships or joint-planning for compliance assurance, National Environmental Performance Track, Project XL and other high recognition programs that require compliance screens of facilities, corporations, or geographic areas. Serves on workgroups or conference calls with HQ on issues related to data, data management, or data systems.

Oversees the development and programming of the Regional tracking system for the oversight of CERCLA matters. Works with the affected staff during the design phase to ensure that the program meets the stated objectives. Develops the system and writes the program code. Develops a plan for implementation including training. Ensures that the system is maintained and operational. Adjusts the program code as necessary to meet changing Agency requirements.

Develops and uses sophisticated and creative analytical techniques for assessing performance and compliance trends. Maintains computer programming skills necessary to create new analysis tools where none exist. Compiles custom programs and writes computer scripts.

Integrates large volumes of technical and engineering/scientific data into usable and meaningful summaries which can be readily used by other senior level engineers and scientists, as well as, the senior managers in the Regional Office. The development and integration of the data and information is essential to effectively evaluate enforcement and compliance progress, for targeting and planning necessary to the development of effective enforcement and compliance assurance strategies, to the negotiation of acceptable memoranda with Headquarters Offices for the Region's enforcement and compliance programs, for monitoring the Region's progress in meeting enforcement and compliance assurance strategies and plans. The provision of information on compliance status and trends is essential to effective decision making by the OEA's and the Region's senior managers concerning proposed compliance deterrence efforts.

As a member or leader of a team, conducts special studies or analysis usually initiated by senior Region 4 management. Studies include such topics as reorganizations, impacts of statutory, regulatory and programmatic changes, public policy concerns of proposed actions, innovative approaches to EPA/State Relations, innovative approaches to enforcement planning, etc

Travel may be required. Performs other related duties as assigned.

III. FACTORS

FACTOR I - KNOWLEDGE REQUIRED BY THE POSITION

Mastery of environmental engineering concepts, principles, and practices which enable the incumbent to evaluate and incorporate the latest developments in the field to a variety of complex environmental enforcement and regulatory issues.

Mastery of specialty areas in environmental engineering sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific technical issues.

Knowledge of IDEA, OTIS, ECHO, and ICIS and relationship to other EPA databases.

Knowledge of the content and operation of the various data bases employed by the various media programs within the Region, the state and local agencies, other Federal agencies, and within appropriate Headquarters Offices to ensure consistent and quality data for use in analytical and interpretational activities.

Knowledge in information technology software and programming languages to compile custom programs and write computer scripts.

Skill in communicating with others including support contractors at a highly technical level regarding computer programming.

Skill in comprehending new software applications and tools.

Comprehensive knowledge of environmental programs sufficient to provide technical guidance on questions concerning complex environmental problems.

Knowledge and skill to review and evaluate the work of other professionals, identify critical issues, prepare technical reports, and provide technical advice on policy implications.

Knowledge and skill to evaluate and incorporate the latest developments in national, regional, and state planning guidelines, policies, and regulations.

Skill in grasping new concepts and procedures and applying innovative solutions to problem areas.

Knowledge and skill to work with program managers to sort out differences of opinions and approaches and reach consensus on priorities, analyses, and conclusions

Knowledge and skill sufficient to conduct analysis involving complex management and programmatic variables and to apply statistical methods.

Knowledge of project management methods and techniques.

Knowledge of briefing and reporting techniques sufficient to keep senior managers fully informed and cognizant of significant issues.

Knowledge of enforcement operations sufficient to lead analysis projects and to act as spokesperson.

FACTOR 2 - SUPERVISORY CONTROLS

The incumbent, an expert in the field of enforcement and compliance assurance data systems, participates with the supervisor in establishing the overall objectives, purpose and deadlines of assignments. Other assignments are initiated by the incumbent, other senior Regional Management, Headquarters directives or policies. The incumbent has responsibility for planning, designing, and carrying out projects or other work independently. Technical decisions are considered as authoritative and are accepted without significant change. The incumbent interprets agency policy for other engineers/scientists as needed. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications of the work.

FACTOR 3 - GUIDELINES

Within laws, regulations, and broad policy guidance, the incumbent develops guidelines to be applied Region-wide. At this level the incumbent is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other engineers/scientists,

or policy-makers within or outside the agency. The incumbent adapts and interprets existing state-of-the-art guides within the scope of new as well as anticipated court decisions to counter arguments from each side of the issues. The incumbent uses considerable judgment and ingenuity in interpreting and adapting guides that exist and in developing new and improved hypotheses, approaches, or concepts not previously tested or reported. The incumbent is recognized as a technical authority in enforcement data and is responsible for the development of policies, standards, procedures, and instructions which may be used agency-wide.

FACTOR 4 - COMPLEXITY

Assignments encompass a full range of environmental science principles related to a full spectrum of EPA enforcement-related programs and may involve air, water, ground water, and waste issues. The work involves complex and oftentimes controversial problems and/or situations. The solutions to these problems may necessitate the use of completely new approaches which must be effectively negotiated at national, regional, state, and local levels. The work requires originating innovative engineering techniques, establishing criteria and standards applicable to a wide range of engineering problems and conditions, or developing new engineering concepts or approaches that advance the state-of-the-art. The incumbent is often working in a complex area, with socio-economic implications, under close public scrutiny, and is responsible to management for decisions rendered.

FACTOR 5 - SCOPE AND EFFECT

The purpose of this work is to serve as an authority on broad policy issues related to the collection, analysis, development of technical and engineering/scientific data and information on enforcement and compliance assurance activities needed by the OEA and the Regional Office to assess enforcement and compliance assurance performance and progress and to provide technical information and analysis to senior regional management, states, EPA Headquarters, and the public on environmental issues, priorities, plans and progress. The incumbent's recommendations and decisions impact agency, state and local programs and environmental objectives and often impact the agency's position, create agency precedents, and guide other regions on matters of major significance. The incumbent's actions often affect the agency's enforcement and compliance assurance program on a long-term and continuing basis and influence the programs of state and local agencies.

FACTOR 6 - PERSONAL CONTACTS

Personal contacts are with environmental professional staff, and managers at Senior levels in states, Region 4, other EPA regions, EPA Headquarters and other federal agencies.

FACTOR 7 - PURPOSE OF CONTACTS

The incumbent provides technical opinions and recommendations on matters pertaining to multi-media or media specific enforcement and EPA/State Enforcement Agreements, and program issues assigned. The incumbent must influence or persuade others to adopt approaches and concepts where there are doubts and conflicts, negotiate changes or difficulties, resolve such problems, and explain decisions rendered and verify commitments. As a technical authority, the incumbent represents the Region at conferences or on committees to plan extensive and long-range processes and to develop standards and guides for enforcement and compliance assurance activities.

FACTOR 8 - PHYSICAL DEMANDS

Work is sedentary and requires little or no strenuous physical efforts. Travel may be required

FACTOR 9 - WORK ENVIRONMENT

Work is performed in a typical office setting.